



J O B D E S C R I P T I O N

POSITION: **DANCE INSTRUCTOR (Ballet and Tap ages 2-4) (AS III)**

WAGE: **\$10.68 - \$11.21 - \$11.77 - \$12.36 - \$12.98 - \$13.63 - \$14.31 - \$15.02 PER HOUR**

JOB DESCRIPTION:

Instruct students ages 2-4 yrs in beginning tap and ballet. Classes will be programmed for Saturday mornings and possible 1-2 weekday mornings.

EXAMPLES OF DUTIES: *(These duties are a general description and are not all-inclusive)*

- *Select and plan class content, which may include stretching, improvisation, dance techniques, strength exercises or combinations. (Classes may include a warm up period)*
- *Select all music and choreography of dance combinations.*
- *Determine class skill and age levels with later adjustments as necessary.*
- *Choose a theme and music for a recital and choreograph all dance pieces.*
- *Select costumes with parent participation.*
- *Design a recital program.*
- *Solicit volunteers to assist with rehearsals and performance.*
- *Attend periodic staff meetings.*
- *May attend educational training.*
- *Integrate annual recitals in conjunction with other dance instructors.*

SUPERVISION EXERCISED AND RECEIVED:

The Dance and Gymnastics program supervisor provides general supervision.

MINIMUM QUALIFICATIONS:

- *At least 18 years of age or (Graduation from High School or GED and two years work or volunteer experience. Note Technical expertise in field may replace work experience year for year.)*
- *Must be available to work after school hours and some weekends*
- *Willingness to comply with suspected child abuse reporting (11166.5 PC)*
- *All new employees must submit verification of legal right to work in the United States within 72 hours of beginning employment*

DESIRABLE QUALIFICATIONS:

- *Five years of study with a public or private dance instructor and/or completion of a college dance program*
- *Three years of experience teaching dance*
- *Knowledge of communication techniques*
- *Ability to work independently*
- *Ability to demonstrate basic to intermediate steps in tap, ballet, jazz or other specialty*

- *Ability to establish and maintain productive relations and positive attitude with and toward others*

SELECTION PROCESS:

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations will include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT:

*City of Fremont
Parks and Recreation Department Office
3300 Capitol Avenue, Building B
Fremont, CA 94537-5006*

*Or at any City of Fremont Parks and Recreation Department Facility
Or www.fremont.gov*

FOR MORE INFORMATION REGARDING THIS POSITION, CALL (510) 494-4351

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The city of Fremont Parks and Recreation Department will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or an implied contract.

FINGERPRINTING & TB TEST ARE REQUIRED FOR THIS POSITION

01/28/09